

## **Important Information - Please Read!**

### **NASA Ames Exploration Encounter (AEE) Check List**

#### **Before you come:**

##### ***As soon as you receive this packet:***

- ☐ Review the Teach Resource and Student Activity Guide - go to <http://encounter.arc.nasa.gov>, click on 'Teacher', scroll down to find 'Teach Resource and Student Activity Guide'

##### ***14 Days Prior to field trip:***

Complete and **email files** to [arc-encounter@mail.arc.nasa.gov](mailto:arc-encounter@mail.arc.nasa.gov)

- ☐ Adult Confirmation List (go to <http://encounter.arc.nasa.gov>, click on 'Teacher' scroll down to find 'Field Trip Files')
  - ☐ AEE Student Crew List (go to <http://encounter.arc.nasa.gov>, click on 'Teacher' scroll down to find 'Field Trip Files')
- \*Note if your class is 24 students or less please complete two separate student crew lists, one with 4 crews and one with only 3 crews.**

##### ***3-5 Days prior to field trip:***

- ☐ Review AEE vocabulary with students - go the <http://encounter.arc.nasa.gov>, click on 'Teacher', scroll down to find 'Teacher Resource and Student Activity Guide'
- ☐ Confirm all adults have proper ID's. All adult chaperons must have valid identification with them. Approved ID's are: Driver's License, Federal Photo ID card or US Passport. In addition, all Permanent Residents must bring their original green card to show at the gate **if requested**. NASA Ames Research Center is a Federal Facility and there requirements are US Government regulations. No one over the age of 18 will be allowed inside the NASA gates without proper ID. Please note that all drivers must have a valid Driver's License to drive on base.

#### **On the day of your field trip:**

##### ***Before you depart for the AEE:***

- ☐ **Be sure that all students have nametags**
- ☐ **Check that all adults have proper photo ID's**
- ☐ **Know where to pick up Orange vehicle pass and how many your group needs. (Must be displayed in the car or bus window on dashboard.)**
- ☐ **If traveling by carpool please make sure to take down all drivers' cell phone numbers**
- ☐ **It is at the teacher's discretion to allow the kids to bring snacks for the field trip. There is a 10-minute break in the middle of the field trip designed to allow the students to eat a snack, use the restroom, and/or use the drinking fountain.**

##### ***Upon your arrival at NASA Ames Research Center:***

- ☐ **Arrive no later than 9:20 for AM classes or 12:50 for PM classes** at the Exploration Visitor's Center (Big White Tent) to the right of the Moffett Blvd. Main gate. See map on the back of the Vehicle Passes. This is where you can gather your group. **If arriving by a single bus, proceed directly to the AEE. You must enter NASA Ames Research Center as one group.**
- ☐ **Call us at 650-604-1110 to let us know that your whole group is ready to proceed through the main gate. Also please contact us ASAP if you are going to be late.**
- ☐ Proceed in bus or carpool through the main NASA gate. Turn immediately left on Arnold Rd and proceed through the second gate. Continue around Bush Circle and turn right on DeFrance. The AEE is 3.5 blocks down (3 stop signs) on the left. **Note: Adults should be prepared to show their photo IDs at each gate and all vehicles entering any government facility are subject to random inspection.**
- ☐ Park in the designated parking area according to the back of the Parking Pass (orange half sheet) and proceed into the AEE. One of our staff will meet you! Enjoy your time at the AEE and we are happy you could join us!